

Fourth Judicial District

Contract Technology Training Services

Independent Contracting Position
(This is not a State of Minnesota employment opportunity)

CONTRACT SALARY:

Contract Rate

To be determined

Weekly Hours

20-25 hours

DESCRIPTION:

This high-visibility contract position will train and consult with Judicial Officers and Court staff at all levels of the organization. Our ideal person or firm will have broad-based training experience analyzing industry technology trends; presenting a wide-stream of training materials; suggesting improvements in training, technology and e-workflow procedures; developing, implementing, and facilitating training at all levels of the Court's leadership and management structure; Position will report to the Help Desk Supervisor in the Court Information Technology Department.

CONTRACT DELIVERABLES:

Training

1. Working with the Court's Technology Trainer and EOD Manager to schedule, develop training curriculums and training delivery.
2. Prepare training materials and presentations, and deliver a wide variety of training sessions for Microsoft Office applications, Adobe Acrobat user fundamentals, SharePoint user fundamentals, and select other technology training topics identified by Court users.
3. Implementation of technical training initiatives including development of classroom and one-on-one training curriculums, e-training approaches including webex and captivate, and other effective e-based training techniques.
4. Design high-interest course materials and other documents such as handouts, manuals and exercises;
5. Plan, coordinate, and present training classes to a wide audience base;
6. Knowledge of various hardware, software, e-training, and related peripheral equipment for individuals or groups, in person or via Webcast;
7. Evaluate training programs and provide follow-up support and further training to Court officers and employees;
8. Define the skill sets needed to perform different roles and develop work plans and performance assessments to address skill set deficiencies;
9. Serve as a training consultant to Court divisions ensuring responsive, focused and dynamic training curriculum to facilitate technology integration in the workplace
10. Analyze trends from help desk tickets and recommend new technology or make suggestions to improve training and technology in the district;
11. Study new technology and make recommendations for District's

- technology plan;
12. Lead training support initiatives for IT projects where new technology will be applied and adapted to Court user needs.

**TYPICAL
QUALIFICATIONS:**

MINIMUM CONSULTANT QUALIFICATIONS

- Bachelor's Degree in Training, Communications, Technology or closely related technical training area
- Considerable relevant experience (3-5 years) in IT area of assignment.
- Experience in design, development and delivery of training materials including presentations, workshops, and supporting materials.
- Possess a passionate, enthusiastic and engaging training style that enhances the impact of key training objectives.
- Must have extensive knowledge and real world training experience using MS Office Suite 2010 of applications, SharePoint 2010/2007, MS OneNote, MS Outlook and have the ability to analyze e-workflows.
- Considerable knowledge and experience delivering classroom and one-to-one training engagements
- Knowledge of the principles and psychology of training
- Ability to lift and move equipment weighing up to 50 lbs
- Ability to work independently and as a team member
- Valid driver's license for positions requiring travel.
- Must pass a criminal background check

PREFERRED QUALIFICATIONS

- Advanced Training Certification is highly desirable.
- Certification in Microsoft Office is highly desirable.
- Participated in training process improvement initiatives.
- Ability to lead cross-functional training development teams.
- Ability to meet short- and long-term deadlines.
- Ability to work regularly and dependably.
- Demonstrated the ability to collaborate and work effectively in a team-focused environment.
- Ability to effectively handle pressure, time deadlines, and audience variables.

**SUPPLEMENTAL
INFORMATION:**

- The selection process is a resume-based, skill-matching process. If your skills match the required skills for this position, the department may contact you. If you have any questions about the position please contact Fourth District Human Resources Coordinator Thomas Pohl.

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